

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

SRPC Executive Committee Meeting Agenda
December 20, 2019

Time: 8:00-9:00 a.m.

SRPC Small Conference Room (within the SRPC office)
150 Wakefield Street
Rochester, NH 03867

- 1. Welcome/Introductions**
- 2. Action Items (Motions Required)**
 - a. Approval of the Minutes of November 15, 2019 (**Enclosed**)
 - b. Acceptance of Draft November Financials (**Enclosed**)
 - c. Concurrence with September Monthly Minors (**Separate Mailing**)
- 3. Updates and Discussion**
 - a. Awards, Contracts, and General Business Update (**See Memo**)
 - b. NHARPC Membership (**See Memo**)
 - c. Commissioner Engagement – Modes of Governance (**See Memo**)
- 4. Other Business**
- 5. Adjourn**

Reasonable accommodations for people with disabilities are available upon request. Include a description of the accommodation you will need including as much detail as you can. Also include a way we can contact you if we need more information. Make your request as early as possible; please allow at least 5 days advance notice. Last minute requests will be accepted, but may be impossible to fill. Please call (603) 994-3500 or email srpc@strafford.org.

Rules of Procedure

Strafford Regional Planning Commission Strafford Metropolitan Planning Organization, and Strafford Economic Development District

Meeting Etiquette

Be present at the scheduled start of the meeting.

Be respectful of the views of others.

Ensure that only one person talks at a time. Raising your hand to be recognized by the chair or facilitator is good practice.

Do not interrupt others or start talking before someone finishes.

Do not engage in cross talk.

Avoid individual discussions in small groups during the meeting. When one person speaks, others should listen.

Active participation is encouraged from all members.

When speaking, participants should adhere to topics of discussion directly related to agenda items.

When speaking, individuals should be brief and concise when speaking.

The Strafford Regional Planning Commission & Metropolitan Planning Organization holds both public meetings and public hearings.

For public meetings, guests are welcome to observe, but should follow proper meeting etiquette allowing the meeting to proceed uninterrupted. Members of the public who wish to be involved and heard should use venues such as Citizen Forum, Public Hearings, Public Comment Periods, outreach events, seminars, workshops, listening sessions, etc.

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Strafford Regional Planning Commission
Executive Committee Meeting
150 Wakefield Street, Conference Room 1A
Rochester, NH 03867

DRAFT Meeting Minutes
November 15, 2019

Committee members present: Vice Chair Peter Nelson, Newmarket; Donald Hamann, Rochester; Secretary/Treasurer Tom Crosby, Madbury; David Landry, Dover; Michael Bobinsky, Somersworth; Barbara Holstein, Rochester

Staff members present: Jen Czysz, executive director; Colin Lentz, senior transportation planner

Committee members absent: Chair Victoria Parmele, Northwood

1. Welcome/Introductions

The meeting began at 8:07 a.m.

2. Action Items

a. Approval of the Minutes of October 18, 2019

P. Nelson asked for a motion to accept the minutes of the October 18, 2019, Executive Committee meeting. T. Crosby **MOVED** to accept the minutes. M. Bobinsky **SECONDED** the motion, of which all were **IN FAVOR**.

b. Acceptance of the Draft October Financials

J. Czysz reviewed the draft October financials. Of note, October closed with a monthly profit of \$25,000 and a year to date profit of \$11,000. This places the commission in a good position to absorb costs of holidays and vacation over November and December and help balance the third payroll in January. Cash balances are stronger as a result and when current receivables are added to bank balances we have almost enough cash and pending revenue to cover nearly all expenses through January. Goal for November and December will be to break even. October's net profit is largely attributable to a greater share of staff time dedicated to billable projects, limited indirect time (vacations, holidays or administrative work), and no significant one-time overhead costs.

Most all receivables are current within 30 days. One invoice was lost within the town of Farmington and has since been reissued and processed.

Remarking on the dashboard's staff activity, J. Czysz highlighted that 4 of SRPCs staff members are at the NNECAPA conference at the Mount Washington Hotel this week. Both S. Sylvia and J. Burdin submitted session proposals and were selected to speak at the conference. S. Sylvia will be presenting on Explore Moose Mountains marketing efforts during the conference's closing lunch and J. Burdin as part of a session on work-life balance. K. Pimental, in his role on the NH Planners Association Executive Committee, served on the conference organizing committee. S. Casella is also attending and in recent months has stepped up to take on new responsibilities within SRPC's land use programs to help meet demand for local planning assistance.

M. Bobsinky **MOVED** to accept the draft October financials. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

c. Concurrence with November Monthly Minors

Colin Lentz reviewed the monthly minors beginning with the PAVE-T2-RESURF program, which includes funds for resurfacing Tier 2 Roadways. There was no net change in total program funding; the funding share was shifted to increase the State percentage and decrease the Federal share to reflect current funding for FYs 2020-2022.

C. Lentz explained changes to the Safe Routes to School program, sharing that the program is being adjusted to accommodate necessary changes in children project fund amounts. This does not affect child projects in the Strafford region. D. Landry asked if there is funding available that our region should be seeking. P. Nelson inquired about having a definition of what the project is and meaning to our region – do we have current or past projects; can communities take advantage of this program in the future. If this is a project Commissioners highlight when coordinating with the Town Administrator. C. Lentz noted that is a good reminder for the transportation reauthorization bill, SRPC can highlight prospective changes to program funding that will impact communities. D. Landry remarked that neighborhoods and residents can get excited about SRTS projects.

C. Lentz reviewed the Rochester 14350 project for intersection improvements to improve safety through Strafford Square, North Main and Washington Street. This included construction funds moving from 2020 to 2021 and an increase in funding due to a large amount of right of way acquisitions.

M. Bobinsky **MOVED** to concur with the November Monthly Minors. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

d. Recommend Commission Approval of Proposed Mid-Year Budget

J. Czysz outlined the changes to the budget since its adoption at the end of June. Most notable is the increase in municipal contracts and state grants. This is largely attributable to the staffs' hard work and increased level of grant and proposal writing during FY 2019. Since preparing the draft amended budget for the Committee's review, Farmington has indicated they would like to extend their circuit riding contact for the second half of the fiscal year; adding another \$24,000 in revenue. Committee members inquired about adding staff or support. J. Czysz noted that there isn't enough sustainable or long term revenue to hire another permanent full time employee, however, there are several existing consultants with regional planning experience that we could hire on a temporary, part time basis to help with increased work load.

P. Nelson **MOVED** to recommend that the Commission approve the Proposed Mid-Year Budget as amended to increase Farmington Circuit Riding revenue and add a contractual staff support expense. D. Landry **SECONDED** the motion, of which all were IN FAVOR.

3. Updates and Discussion

a. Awards, Contracts, and General Business Update

J. Czysz referred to the committee's memo for updates. She noted that new contract development is down given current capacity. This will begin to pick up as we plan for next fiscal year. A few grant contracts are delayed in the state contracting process. Our indirect rate remains low, this will begin to increase as expenses are incurred. We continue to retain a portion of our dues funds each year, helping to create a small operating reserve.

b. NHARPC Membership

J. Czysz reminded Committee members we still have a vacant seat available for a NHARPC representative.

c. Commissioner Engagement – Modes of Governance

J. Czysz gave a brief update on the training process she has been participating in centered around board governance and engagement. The Committee requested she schedule an additional meeting to focus on the generative mode of governance to allow additional time beyond the regularly scheduled meeting.

d. Strategic Plan

J. Czysz noted that this will have to be deferred to a later date.

4. Other Business

There was no other business.

5. Adjourn

M. Bobinsky **MOVED** to adjourn the meeting. T. Crosby **SECONDED** the motion, of which all were **IN FAVOR**.

The meeting adjourned at 9:05 a.m.

Minutes Respectfully Submitted by
Jennifer Czysz
Executive Director

Minutes approved on _____

By: _____
Victoria Parmele, Chair – SRPC Executive
Committee

SRPC FY 2019 Dashboard - November

For the December 20, 2019 Executive Committee Meeting

November 30, 2019	
FSB Checking Beginning Balance	\$96,594.79
Deposits	\$27,221.42
Payments	-\$61,917.28
Uncleared Transactions	-\$6,136.80
FSB Checking Ending Balance	\$55,762.13

Accounts Receivable	\$104,504.83
FSB Savings Account	\$16,095.04

OVERSIGHT ACTIVITIES	
Line of Credit Activated?	No; requested to extend to 12/31/2020
Audit Status	Complete

BUDGET NARRATIVE	
Federal Savings Bank Balance/Case on hand:	We continue to have adequate cash on hand to meet monthly expenses
Payables and Receivables	Remains current to be paid/received within 30 to 60 days
FY19 Working Budget:	Updated to reflect mid year budget amendment

FUNDING SOURCES - WORKING BUDGET	
Due, Interest & Reimbursement	\$116,726
Metropolitan Planning Organization	\$516,256
State Agencies	\$148,897
Municipal & Nonprofit Agreements	\$174,638
Economic Development District	\$155,266
Total Revenue	\$1,111,783
Pending Grant Applications	\$79,020

EXPENSES - WORKING BUDGET	
Personnel	\$669,330
Equipment	\$37,975
Communications	\$11,730
Fixed Expenses	\$46,156
Miscellaneous Expenses	\$32,765
Contracted Work	\$243,092
Total Expenses	\$1,041,049

STAFF PRESENTATIONS - ACTIVITIES NOV./DEC.

Standing Committees and Appointments

CommuteSmart NH Committee Meeting (Shayna, Colin)
 Explore Moose Mountains (Shayna)
 ACT Board & Executive Committee (Colin)
 CAW Outreach Committee (Kyle)
 COAST Board (Colin)
 HSIP Meeting (Colin)
 Farmington, Northwood and Nottingham Planning Board Staff (Kyle, James, Stef)
 NHPA Executive Committee (Kyle)
 Strafford County Public Health Advisory Committee (Nancy)
 Seacoast Drinking Water Commission (Kyle)
 NH RPC Directors Meeting (James)
 Greater Seacoast Workforce Housing Council Board of Directors (Jen)

RPC Activity

Commission Meeting (Jen, Shayna, Nancy, Jackson)
 Rollinsford Board of Selectmen (Jen)
 Tri-City Homeless Shelter Planning Meeting (Jen)
 Seacoast Stormwater Coalition (Jackson)
 Dover Recreation Plan Steering Committee (Nancy, Kyle, Shayna) x 2
 Newmarket Master Plan Steering Committee (Kyle)
 Lee Planning Board Meeting (Kyle)
 Community Action Partnership of Strafford County Annual Meeting (Nancy)
 Homeless Shelter Meeting (Nancy)
 Meeting with the NH Division of Historical Resources for the Notice of Intent for Milton's MS4 (Jackson)
 Milton Notice of Intent for MS4 Meeting (Kyle, Jackson)
 COAST Legislative Committee (Colin)

EDD Activity

Somersworth Brownfields meeting (James, Brownfields Contractor)

MPO Activity

LTS Meeting (Rachel, Colin)
 FHWA-FTA-APTA Transportation Performance Management and Performance Based Planning and Programming Implementation - Northeast Workshop (Rachel, Colin)
 GACIT meeting at NHDOT (Colin)
 Multi-use path project site visit in Dover (Colin)
 Public Transit economic development study meeting (Colin)
 Rochester downtown master plan meeting (Colin)

Staff Development & Trainings

Excellence in Governance Training (Jen)
 Brownfields National Conference (James, Jen)
 NH CDFA CDBG Grant Writing Workshop (Jen, Nancy)

WEB AND SOCIAL MEDIA STATISTICS



Strafford.org

Sessions 434(-68)
 Users 353(-40)



Constant Contact

Subscribers 800(-1)
 Avg. Open Rate 31%(-1)



Facebook

Posts 19(+4)
 Reach 1667(-957)
 Engagement 147(-131)



Twitter

Tweets 3(+1)
 Profile Visits 0(-2)
 Impressions 1,053(+197)
 Followers 273(+1)
 Mentions 0(0)



Map Geo

Total Visits 592(-215)
 Unique Visitors 335(-94)



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WAKEFIELD

DATE: December 11, 2019
TO: Executive Committee Members
FROM: Jen Czysz, Executive Director
RE: Director's Report for the December 2019 Meeting

The following notes correspond to individual agenda items for discussion.

2b. Acceptance of Draft October Financials

Balance Sheet: Bank balances are down from last month and this time last year due to the timing of reimbursables. we currently have over \$100,000 in accounts receivable, approximately half of which are November's invoices and the balance Octobers invoices that have either been received in December or are expected to be received in December. Overall net assets are now ahead of this time last year.

Aging Summary: Most all receivables are current within 60 days. As noted in reference to the balance sheet, there is about \$53,000 accounts that are more that 31 days overdue; most of which were paid in December. We are having some delays with DOTs processing of the LTS grant project invoices. The one items due beyond 90 days are both accounted for: one is a small mapping project and SRPC receives periodic installment payments.

Profit and Loss: As noted at the November meeting, the goal for November was to break even given 3 paid holidays and vacations. We met this goal with a \$4,884 profit for the month. Compared to this time last year, the largest differences are the increase in municipal projects, addition of EDA funding, and decrease in state funded efforts. Staffing and contractual labor differences are the key distinguishing factor within the month to month expense differences. As of the end of October 2019, the August third payroll has been fully absorbed and we have a net year to date income of almost \$16,000. This positions us nicely to absorb the next 3-payroll month in January. December is anticipated to operate closer to breaking even with expected increased indirect costs for phone system purchase, conferences, holidays and vacations.

3a. Awards, Contracts and General Business Update

Awards and Contracts:

Recently finalized new contracts include:

- Strafford Tax Map updates
- Milton MS4 technical assistance
- Durham Coastal Resilience Grant (Master Plan Chapter), \$17,500, contract pending approval from G&C
- Dover Coastal Resilience Grant (Complete Streets, Tree Inventory, & Stormwater demo.), \$21,000, contract pending approval from G&C

Awarded but still pending contracts for FY 2020 include:

- Durham Groundwater Model (final application submitted to DES), pending state agency approval and submission to G&C

Pending Grant Applications and Municipal Contracts include:

- Lee Tax Map updates
- NH DES Source Water Protection Grant, Model Buffer Ordinance, submitted jointly with RPC
- REDC Economic Development Visioning Sessions, submitted jointly with RPC, SNHPC and NRPC
- NH DES 604(b) Grant, Sunrise Lake Watershed Management Plan, selected by NH DES for full application submission and funding, submitted on December 5th.

Dues: Dues expenditures to date are summarized below.

July – November Year to Date (accrual based)	
Income:	
Billable Mapping Services	\$0.00
FY20 Dues Paid	\$48,281.68
Total Income	\$48,281.68

Expenses:	
Planning Salaries	\$3,714.13
Dues and Subscriptions	\$46.95
Office Software	\$0.00
Travel	\$205.84
Meeting Expense	\$98.32
Office Expense	\$73.87
Finance Charge	\$0.00
Accounting	\$0.00
Mapping Supplies	\$0.00
Mapping Salaries	\$0.00
Indirect	\$4,778.09
Total SRPC Expenses	\$12,114.58

Cash Match:	
UPWP	\$13,664.14
Level of Traffic Stress Analysis	\$2,146.86
EDA	\$3,738.38
Total Cash Match	\$19,549.38

Contract Overages:	
Farmington Tax Maps 2019	\$447.45
EPA Brownfields 2015-2018	\$24.66
Total Contract Overages	\$472.11

Total Expenses	\$32,136.07
Annual Dues Remaining	\$16,145.61

Indirect Rate: SRPC’s approved indirect rate (fringe benefits, plus overhead) for FY 2020 is 128% as approved by NH DOT. SRPC has a negotiated predetermined rate, meaning there is no requirement to “settle up” at the end of the fiscal year, nor an opportunity to be reimburse if we exceed our approved rate. As of the end of November, the rate is currently holding steady from October at 112%. This will increase as budgeted IT expenditures are incurred, and a vehicle lease is established.

4b. NHARPC Membership

SRPC has a vacancy for one new representative to the NH Association of Regional Planning Commissions. Don Hamann currently represents SRPC and Victoria Parmele serves as an alternate.

4c. Commissioner Engagement – Modes of Governance

At the November meeting we briefly touched upon three modes of governance and designing meetings and effectively engaging board member to maximize participation. At that time the EC requested holding an extra meeting in January to further explore operating in the generative mode. To help plan this discussion – are there particular days and times of day that would work better for you? Would you prefer to have a general discussion about the modes of governance and how we can integrate the generative mode into regular meetings? Or is there a topic or two you would like to explore to practice thinking in the generative mode?

DRAFT

12:15 PM

**Strafford Regional Planning Commission
Balance Sheet
As of November 30, 2019**

12/09/19

Accrual Basis

	Nov 30, 19	Nov 30, 18	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
FSB Checking	55,762.13	85,619.99	-29,857.86
FSB Savings	16,095.04	16,046.90	48.14
Total Checking/Savings	71,857.17	101,666.89	-29,809.72¹
Accounts Receivable			
Accounts Receivable	104,508.83	73,954.80	30,554.03
Total Accounts Receivable	104,508.83	73,954.80	30,554.03
Other Current Assets			
Prepaid Expenses			
Prepaid Dues and Subscriptions	2,482.77	2,122.36	360.41
Prepaid training	600.00	600.00	0.00
Total Prepaid Expenses	3,082.77	2,722.36	360.41
Prepaid software support	1,707.13	570.70	1,136.43 ²
Undeposited Funds	6,504.04	724.43	5,779.61 ³
Total Other Current Assets	11,293.94	4,017.49	7,276.45
Total Current Assets	187,659.94	179,639.18	8,020.76
Fixed Assets			
Property and Equipment			
Accumulated Depreciation	-19,098.48	-30,383.48	11,285.00 ⁴
Equipment Purchase			
Canon iPF760 Plotter	3,353.04	3,353.04	0.00 ⁵
Lenova Think Server	3,983.04	3,983.04	0.00
Xerox Workcentre 7545P	0.00	11,285.00	-11,285.00
Equipment Purchase - Other	11,762.40	11,762.40	0.00
Total Equipment Purchase	19,098.48	30,383.48	-11,285.00
Total Property and Equipment	0.00	0.00	0.00
Total Fixed Assets	0.00	0.00	0.00
TOTAL ASSETS	187,659.94	179,639.18	8,020.76
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Credit Cards			
FSB Credit Card	977.02	143.21	833.81

12:15 PM

12/09/19

Accrual Basis

Strafford Regional Planning Commission
Balance Sheet
As of November 30, 2019

DRAFT

	Nov 30, 19	Nov 30, 18	\$ Change
Total Credit Cards	977.02	143.21	833.81
Other Current Liabilities			
Benefits payable			
Simple IRA payable	48.00	48.00	0.00
Total Benefits payable	48.00	48.00	0.00
Contract Revenue In Advance	1,777.13	5,449.13	-3,672.00 ⁶
FY19 Dues in Advance	0.00	68,278.40	-68,278.40
FY20 Dues in Advance	67,398.53	0.00	67,398.53
Payroll Liabilities			
FUTA	30.41	30.41	0.00
Social Security Payable	-0.02	-0.02	0.00
Payroll Liabilities - Other	2,536.95	3,192.64	-655.69
Total Payroll Liabilities	2,567.34	3,223.03	-655.69
Total Other Current Liabilities	71,791.00	76,998.56	-5,207.56
Total Current Liabilities	72,768.02	77,141.77	-4,373.75
Long Term Liabilities			
Accrued expenses			
Accrued Payroll	21,136.80	21,569.67	-432.87
Accrued Vacation	22,216.21	17,888.47	4,327.74
Annual Audit Accrual	10,342.50	4,443.75	5,898.75
Total Accrued expenses	53,695.51	43,901.89	9,793.62 ⁷
Total Long Term Liabilities	53,695.51	43,901.89	9,793.62
Total Liabilities	126,463.53	121,043.66	5,419.87
Equity			
Retained Earnings	45,213.16	61,577.63	-16,364.47 ⁸
Net Income	15,983.25	-2,982.11	18,965.36
Total Equity	61,196.41	58,595.52	2,600.89
TOTAL LIABILITIES & EQUITY	187,659.94	179,639.18	8,020.76

Strafford Regional Planning Commission
Balance Sheet
As of November 30, 2019

DRAFT

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1. Cash: NHDOT October invoice received December.
 2. Prepaid Software: Majority of the increase is due to full payment of ESRI ArcGIS licenses in the current fiscal year. SRPC made monthly payments with a hefty finance fee in the previous fiscal year.
 3. Undeposited Funds: Funds received but not deposited until December.
 4. Accumulated Depreciation and Equipment: Removal of old copier from the financial statements.
 5. Canon Plotter: Has been sold and will be removed from the Balance Sheet next month.
 6. Contract Revenue in Advance: Funds remaining in current fiscal year - Barrington Master Plan \$410, NHCHF \$1,368
 7. Accrued Expenses: Adjusted at year and based on differences between when time is worked and paid, amount of accrued vacation for all employees, and current audit charges per contract
 8. Retained Earnings: Cumulative posting of net income from all prior years.

**Strafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2019**

DRAFT

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
2000 LTA (Local Technical Assistance)						
2200 PLUR Books						
2206 Town of Lee PLUR	0.00	0.00	20.55	0.00	0.00	20.55
Total 2200 PLUR Books	0.00	0.00	20.55	0.00	0.00	20.55
2000 LTA (Local Technical Assistance) - Other	0.00	0.00	0.00	0.00	0.00	0.00
Total 2000 LTA (Local Technical Assistance)	0.00	0.00	20.55	0.00	0.00	20.55
3300 City of Dover Master Plan	3,643.75	7,963.01	0.00	0.00	0.00	11,606.76
3500 Town of Farmington						
3501 FAR Circuit Rider	4,292.30	3,716.00	0.00	0.00	0.00	8,008.30
3503 ADG Master Plan Support	0.00	2,465.00	0.00	0.00	0.00	2,465.00
Total 3500 Town of Farmington	4,292.30	6,181.00	0.00	0.00	0.00	10,473.30
4100 Town of Newmarket						
4102 NKT CY19 Tax Map	356.60	0.00	0.00	0.00	0.00	356.60
Total 4100 Town of Newmarket	356.60	0.00	0.00	0.00	0.00	356.60
4200 Town of Northwood						
4201 NOR Circuit Rider	1,847.21	0.00	0.00	0.00	0.00	1,847.21
Total 4200 Town of Northwood	1,847.21	0.00	0.00	0.00	0.00	1,847.21
4300 Town of Nottingham						
4301 NOT Circuit Rider	2,908.90	0.00	0.00	0.00	0.00	2,908.90
Total 4300 Town of Nottingham	2,908.90	0.00	0.00	0.00	0.00	2,908.90
5200 UNH Climate in the Classroom	0.00	0.00	0.00	459.09	0.00	459.09
5310 Lamprey River LAC	0.00	0.00	0.00	0.00	0.00	0.00
5500 Mapping Projects						
5511 Karen Gould	0.00	0.00	0.00	0.00	125.00	125.00
Total 5500 Mapping Projects	0.00	0.00	0.00	0.00	125.00	125.00
6100 NH DES						
6100.000 Coastal 2020	0.00	1,497.42	0.00	0.00	0.00	1,497.42
6150.000 PSM 18 Flood Risk Sci & Guidance	0.00	874.50	0.00	0.00	0.00	874.50
Total 6100 NH DES	0.00	2,371.92	0.00	0.00	0.00	2,371.92
7000 ECONOMIC DEVELOPMENT ADMINISTRATION	5,940.41	0.00	0.00	0.00	0.00	5,940.41
8000 DOT UPWP 20_21	29,751.36	36,790.64	0.00	0.00	0.00	66,542.00
8100 RPC LTS - Traffic Stress Pilot	537.94	500.45	0.00	818.70	0.00	1,857.09
DOT_UPWP 2010-2011	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	49,278.47	53,807.02	20.55	1,277.79	125.00	104,508.83

Stafford Regional Planning Commission
A/R Aging Summary
As of November 30, 2019

DRAFT

-
1. City of Dover: Paid \$7913.01 in December. Email sent to inquire about difference of \$50 from invoice amount.
 2. Karen Gould: Monthly statement sent. SRPC typically receives a \$20 payment each month.
 3. Coastal and PSM payments received in December.
 4. UPWP payment received in December.
 5. LTS: NHDOT is requesting budget amendments for any line items over budget prior to paying the October invoice (all RPCs).

**Strafford Regional Planning Commission
Profit & Loss
November 2019**

DRAFT

	Nov 19	Nov 18	\$ Change
Ordinary Income/Expense			
Income			
SRPC Membership Dues	9,656.34	9,754.07	-97.73 ¹
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	725.88	237.50	488.38
BCC Barrington Conservation	0.00	1,063.37	-1,063.37
DOV Recreation MP Chapter	3,643.75	0.00	3,643.75
FAR Circuit Rider	4,292.30	0.00	4,292.30
MapGeo Subscriptions	0.00	500.00	-500.00
NHCHF Pathways to Play	1,990.21	0.00	1,990.21
NKT Tax Maps	356.60	0.00	356.60
Northwood Planning Services	1,847.21	2,414.56	-567.35
NOT Circuit Rider	2,908.90	0.00	2,908.90
Nottingham RSMS	0.00	529.84	-529.84
ROC Technical Services	0.00	500.00	-500.00
Municipal and NonProfit Revenue - Other	0.00	807.57	-807.57
Total Municipal and NonProfit Revenue	<u>15,764.85</u>	<u>6,052.84</u>	<u>9,712.01</u>
Total SRPC Revenue	15,764.85	6,052.84	9,712.01 ²
Economic Development Revenue			
EDD Partnership Planning	7,486.87	0.00	7,486.87 ³
EPA Brownfields	0.00	5,125.77	-5,125.77 ⁴
Total Economic Development Revenue	<u>7,486.87</u>	<u>5,125.77</u>	<u>2,361.10</u>
State Award Revenue			
NHDES			
Coastal 2019	0.00	1,888.92	-1,888.92
Total NHDES	0.00	1,888.92	-1,888.92
OEM Haz Mit			
Lee HMPG	0.00	4,384.92	-4,384.92
PDM 2016	0.00	500.00	-500.00
Total OEM Haz Mit	0.00	4,884.92	-4,884.92
OEP Targeted Block	0.00	897.35	-897.35
Total State Award Revenue	0.00	7,671.19	-7,671.19 ⁵
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	672.43	0.00	672.43
NH DOT			
ROC Sidewalk Assessment	5,000.00	0.00	5,000.00
UPWP	33,057.07	50,717.99	-17,660.92

Strafford Regional Planning Commission
Profit & Loss
 November 2019

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	Nov 19	Nov 18	\$ Change
Total NH DOT	38,057.07	50,717.99	-12,660.92
Total MPO Revenue	38,729.50	50,717.99	-11,988.49 B
Miscellaneous Income			
Plotter Sale	250.00	0.00	250.00
Miscellaneous Income - Other	0.00	2,392.20	-2,392.20
Total Miscellaneous Income	250.00	2,392.20	-2,142.20 7
Contra Income Cash Match			
DOT Cash Match			
402.1 ROC Match	-1,747.50	0.00	-1,747.50
DOT Cash Match - Other	-1,558.21	-5,071.80	3,513.59
Total DOT Cash Match	-3,305.71	-5,071.80	1,766.09
EDD Cash Match	-1,273.20	0.00	-1,273.20
RPC LTS Cash Match	-134.49	0.00	-134.49
Total Contra Income Cash Match	-4,713.40	-5,071.80	358.40
Contra Income InKind/Soft Match			
In-Kind EDD Match	-273.26	0.00	-273.26
Total Contra Income InKind/Soft Match	-273.26	0.00	-273.26
Contract Overage	0.00	-168.84	168.84
Total Income	66,900.90	76,473.42	-9,572.52
Gross Profit	66,900.90	76,473.42	-9,572.52
Expense			
Personnel Expenses			
Salary and Wages	39,165.82	43,375.08	-4,209.26 8
Payroll Expenses			
Dental insurance expense	284.76	278.34	6.42
Health Insurance expense	4,256.60	4,057.78	198.82
Life Insurance expense	86.00	89.00	-3.00
LTD Insurance expense	47.84	47.64	0.20
STD insurance expense	135.32	160.71	-25.39
Payroll Processing Fees	174.00	180.50	-6.50
Pension expense	1,142.57	1,247.26	-104.69
Unemployment expense	276.09	240.25	35.84
Workers Compensation	86.01	145.34	-59.33
Payroll Taxes			
Medicare Expense	561.58	612.28	-50.70
Social Security expense	2,401.21	2,618.00	-216.79

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Strafford Regional Planning Commission
Profit & Loss
November 2019

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Accrual Basis

	Nov 19	Nov 18	\$ Change
Payroll Taxes - Other	-0.01	0.00	-0.01
Total Payroll Taxes	2,962.78	3,230.28	-267.50
Total Payroll Expenses	9,451.97	9,677.10	-225.13
Dues and Subscriptions	350.92	439.37	-88.45
Staff Training and Seminars	0.00	90.00	-90.00
Total Personnel Expenses	48,968.71	53,581.55	-4,612.84
Equipment expense			
ESI 50 Phone System	2,250.00	0.00	2,250.00 ⁹
Copier Maintenance Contract	319.85	0.00	319.85
Software expense			
ArclInfo/View software	425.00	1,064.00	-639.00 ¹⁰
Office Software			
Adobe In Design	73.98	139.90	-65.92
Anti-virus software	27.95	34.38	-6.43
Constant Contact	40.50	0.00	40.50
Microsoft Office 365	125.00	0.00	125.00
Total Office Software	267.43	174.28	93.15
Prezi	0.00	13.25	-13.25
Total Software expense	692.43	1,251.53	-559.10
Total Equipment expense	3,262.28	1,251.53	2,010.75
Fixed Expenses			
Insurance			
Liability Insurance	458.84	420.92	37.92
Total Insurance	458.84	420.92	37.92
Rent	2,500.00	2,500.00	0.00
Total Fixed Expenses	2,958.84	2,920.92	37.92
Communications			
Postage and Delivery	17.99	65.99	-48.00
Telephone			
Internet Communication Expense	0.00	114.00	-114.00
Telephone - Other	0.00	180.16	-180.16
Total Telephone	0.00	294.16	-294.16
Telephone and Internet	281.70	0.00	281.70
Total Communications	299.69	360.15	-60.46

Strafford Regional Planning Commission
Profit & Loss
 November 2019

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	Nov 19	Nov 18	\$ Change
Administrative			
Meetings Expense	0.00	88.29	-88.29
Office Expense	248.41	53.12	195.29
Office Supplies	27.97	267.22	-239.25
Printing and Reproduction	0.00	1,055.00	-1,055.00 ¹¹
Professional Fees			
Accounting, Audit	902.50	888.75	13.75
Total Professional Fees	902.50	888.75	13.75
Travel & Ent			
Travel	2,016.02	588.78	1,427.24 ¹²
Total Travel & Ent	2,016.02	588.78	1,427.24
Total Administrative	3,194.90	2,941.16	253.74
Contract Labor			
Financial Services	2,887.50	3,550.00	-662.50
IT and Network support	270.00	270.00	0.00
Pass Through Expense			
Consulting Engineering Services	0.00	3,908.78	-3,908.78 ¹³
Total Pass Through Expense	0.00	3,908.78	-3,908.78
Website maintenance and updates	198.85	3.90	194.95 ¹⁴
Total Contract Labor	3,356.35	7,732.68	-4,376.33
Total Expense	62,040.77	68,787.99	-6,747.22
Net Ordinary Income	4,860.13	7,685.43	-2,825.30
Other Income/Expense			
Other Income			
Interest Income	23.71	23.88	-0.17
Total Other Income	23.71	23.88	-0.17
Net Other Income	23.71	23.88	-0.17
Net Income	4,883.84	7,709.31	-2,825.47

Strafford Regional Planning Commission
Profit & Loss
November 2019

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1. Dues: In the prior fiscal year SRPC had 3 communities that did not pay dues (BRK, MIL, NOT). This fiscal year, Lee declined to pay dues.
2. Municipal Revenue: Barrington Master Plan was extended to 12/31/19; SRPC has received the signed Dover Rec MP Chapter contract \$24,900; Farmington Master Plan was doubtful when the budget was prepared and SRPC did receive the signed contract \$7,500 and an additional contract for Tax Map Updates \$2,587; Newmarket Tax Map update was an unanticipated contract that has been acquired \$1,800; Northwood calendar year 2020 contract is in process, Nottingham circuit rider was doubtful when the budget was prepared but SRPC has received the signed contract \$28,000. Town of Milton MS4 NOI contract received late November for \$1,480. Town of Strafford Tax Map Update contract received in December for \$2,322.50.
3. EDD: There was no funding in FY19.
4. EPA Brownfields: The old contract end date was 9/30/19, and all funding was spent. Billing for the new contract, including approved pre-award costs, began 10/1/19. No November billing, but final contract with new engineering consultant was finalized with retroactive date of 10/18/19.
5. State Award Revenue: Local Source Water municipal contract received in November with Newmarket. Kyle is working to get PRB projects up and running. PRB site identified and additional funding approved 11/6/19. Waiting for HSEM approval for Northwood PDM to close out.
6. MPO Revenue: Rochester Sidewalk Assessment has been completed – used as cash match to reduce amount of UPWP cash match paid with dues.
7. Misc Income: Prior year was “rebate” provided by Canon when entering new copier lease. Current year: Old plotter sold to Lee.
8. Salaries: Prior year included costs for Editor. Current fiscal year, turnover in GIS Planner position.
9. ESI 50 Phone System: 50% down payment for new phone system. Balance to be paid when the system is installed in January.
10. ArcInfo/View software: Prior year had two payments posted in November.
11. Printing and Reproduction: Prior year cost for annual report printing. Current year invoice paid in September.
12. Travel: Prior year consisted of monthly mileage reimbursements. Current year included additional cost for trainings/workshops: FHWA workshop 2 staff attended, NNECAPA Conference 4 staff attended (includes airfare, lodging, etc.)
13. Pass Through Expenses: Old EPA Brownfields contract end date was 9/30/19 and the new contract starting 10/1/19 required consulting engineers to go through formal bidding process. Final contract with new engineering firm signed early December (retroactive to 10/18/19).
14. Website Maintenance and Updates: Current year includes 5 year renewal of SRPC.org domain.

**Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2019**

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	Jul - Nov 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
SRPC Membership Dues	48,281.68	48,281.69	-0.01
SRPC Revenue			
Municipal and NonProfit Revenue			
Barrington Master Plan	1,896.76	0.00	1,896.76
DOV Recreation MP Chapter	15,579.34	1.00	15,578.34
DUR Wagon Hill Living Shoreline	3,752.91	5,000.00	-1,247.09
FAR Circuit Rider	19,087.60	10,000.00	9,087.60
FAR Master Plan Support	4,921.42	1.00	4,920.42
FAR Tax Map Updates	3,034.95	0.00	3,034.95
GIS Projects	0.00	1,666.69	-1,666.69
NHCHF Pathways to Play	18,000.46	12,500.00	5,500.46
NKT Tax Maps	961.60	0.00	961.60
Northwood Planning Services	11,969.03	11,666.69	302.34
NOT Circuit Rider	13,635.50	1.00	13,634.50
UNH Lamprey River	459.09	0.00	459.09
Municipal and NonProfit Revenue - Other	211.47	0.00	211.47
Total Municipal and NonProfit Revenue	93,510.13	40,836.38	52,673.75
Total SRPC Revenue	93,510.13	40,836.38	52,673.75 ¹
Economic Development Revenue			
EDD Partnership Planning	25,724.39	58,333.31	-32,608.92 ²
EPA Brownfields	17,483.88	27,066.69	-9,582.81 ³
EPA Environmental Justice	0.00	1.00	-1.00 ⁴
Total Economic Development Revenue	43,208.27	85,401.00	-42,192.73
State Award Revenue			
NHDES			
Coastal 2019	1,363.90	0.00	1,363.90
Coastal 2020	3,801.31	10,416.69	-6,615.38
DOV Coastal Resilience	0.00	1.00	-1.00
Durham Groundwater Modeling	0.00	23,213.75	-23,213.75
Local Source Water 2020	0.00	9,545.46	-9,545.46
PSM18	874.50	833.32	41.18
UNH Climate in the Class	0.00	333.34	-333.34
Watershed PRB	0.00	6,237.50	-6,237.50
Total NHDES	6,039.71	50,581.06	-44,541.35
OEM Haz Mit			
PDM 2017	1,500.00	1,000.00	500.00
Total OEM Haz Mit	1,500.00	1,000.00	500.00
OEP Targeted Block	848.82	4,040.37	-3,191.55
Total State Award Revenue	8,388.53	55,621.43	-47,232.90 ⁵
MPO Revenue			
FHWA MultiModal Pilot (Bike LTS)	10,734.30	6,700.83	4,033.47 ⁶
NH DOT			
ROC Sidewalk Assessment	5,000.00	5,000.00	0.00 ⁷
UPWP	186,523.09	230,507.50	-43,984.41 ⁸

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2019

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	Jul - Nov 19	Budget	\$ Over Budget
Total NH DOT	191,523.09	235,507.50	-43,984.41
Total MPO Revenue	202,257.39	242,208.33	-39,950.94
Miscellaneous Income	250.00	0.00	250.00
Contra Income Cash Match			
DOT Cash Match			0.00
402.1 ROC Match	-5,000.00	-5,000.00	
DOT Cash Match - Other	-13,652.31	-21,175.81	7,523.50
Total DOT Cash Match	-18,652.31	-26,175.81	7,523.50
EDD Cash Match	-3,738.38	-6,250.00	2,511.62
RPC LTS Cash Match	-2,146.86	-1,416.67	-730.19
Total Contra Income Cash Match	-24,537.55	-33,842.48	9,304.93
Contra Income InKind/Soft Match			
DUR Wagon Hill Soft Match	0.00	-1,000.00	1,000.00
In-Kind Coastal Match	0.00	-5,208.31	5,208.31
In-Kind EDD Match	-4,543.74	-22,916.69	18,372.95
In-Kind HazMit Match	0.00	-250.00	250.00
PRB IK Match	0.00	-2,495.81	2,495.81
Total Contra Income InKind/Soft Match	-4,543.74	-31,870.81	27,327.07
Contract Overage	-472.11	0.00	-472.11
Total Income	366,342.60	406,635.54	-40,292.94
Gross Profit	366,342.60	406,635.54	-40,292.94
Expense			
Personnel Expenses			
Salary and Wages	221,537.59	218,448.45	3,089.14
Payroll Expenses			
Dental insurance expense	1,423.80	1,461.25	-37.45
Health incentive	5,433.70	5,097.00	336.70
Health Insurance expense	21,283.00	21,303.31	-20.31
Life Insurance expense	436.60	415.00	21.60
LTD Insurance expense	234.26	238.31	-4.05
STD insurance expense	668.77	803.75	-134.98
Payroll Processing Fees	937.75	1,083.31	-145.56
Pension expense	6,237.33	6,553.51	-316.18
Unemployment expense	1,380.45	1,380.44	0.01
Workers Compensation	301.60	578.31	-276.71
Payroll Taxes			
Medicare Expense	3,254.96	3,167.50	87.46
Social Security expense	13,917.76	13,543.40	374.36
Payroll Taxes - Other	-0.02	0.00	-0.02
Total Payroll Taxes	17,172.70	16,710.90	461.80
Total Payroll Expenses	55,509.96	55,625.09	-115.13
Dues and Subscriptions	1,869.16	1,842.06	27.10

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2019

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	Jul - Nov 19	Budget	\$ Over Budget
Staff Training and Seminars	1,680.00	2,083.31	-403.31
Total Personnel Expenses	280,596.71	277,998.91	2,597.80
Equipment expense			
Copier Maintenance Contract	1,599.25	1,599.19	0.06
Office furniture			
Computer equipment	2,370.00	3,000.00	-630.00
Total Office furniture	2,370.00	3,000.00	-630.00
Other Equipment Repair and Cost			
Equipment Rental & Repair	0.00	500.00	-500.00
Total Other Equipment Repair and Cost	0.00	500.00	-500.00
Software expense			
ArcInfo/View software	2,125.00	2,125.00	0.00
Office Software			
Adobe In Design	428.83	349.78	79.05
Anti-virus software	96.71	134.34	-37.63
Constant Contact	202.50	202.50	0.00
DropBox	119.88	99.00	20.88
Microsoft Office 365	731.64	625.00	106.64
Total Office Software	1,579.56	1,410.62	168.94
Prezi	26.50	0.00	26.50
Transcad software/maintenance	0.00	500.00	-500.00
Total Software expense	3,731.06	4,035.62	-304.56
Traffic Count Expenses			
Traffic counting supplies	266.72	3,000.00	-2,733.28
Total Traffic Count Expenses	266.72	3,000.00	-2,733.28
Total Equipment expense	7,967.03	12,134.81	-4,167.78
Fixed Expenses			
Insurance			
Liability Insurance	2,087.18	2,106.69	-19.51
Total Insurance	2,087.18	2,106.69	-19.51
Office Vehicle Lease & Maint	0.00	6,375.00	-6,375.00 ¹¹
Rent	12,500.00	12,500.00	0.00
Total Fixed Expenses	14,587.18	20,981.69	-6,394.51
Communications			
Office Telephone System	2,250.00	9,650.00	-7,400.00 ¹²
Postage and Delivery	189.95	166.69	23.26
Telephone and Internet	1,494.17	1,387.50	106.67
Total Communications	3,934.12	11,204.19	-7,270.07
Administrative			
Library & Planning Books	-383.60	0.00	-383.60 ¹³

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Accrual Basis

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
 July through November 2019

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	Jul - Nov 19	Budget	\$ Over Budget
Meetings Expense			
Meetings Advertising Expense	384.32	0.00	384.32
Meetings Expense - Other	-382.08	568.16	-950.24 ¹⁴
Total Meetings Expense	2.24	568.16	-565.92
Office Expense	560.38	541.69	18.69
Office Supplies			
Plotter Ink and Supplies	700.30	0.00	700.30
Office Supplies - Other	764.35	1,500.00	-735.65
Total Office Supplies	1,464.65	1,500.00	-35.35
Printing and Reproduction	944.06	1,104.45	-160.39
Professional Fees			
Accounting, Audit	4,677.50	4,443.75	233.75
Legal Fees	0.00	416.69	-416.69
Total Professional Fees	4,677.50	4,860.44	-182.94
Travel & Ent			
Tolls & Parking	9.25	0.00	9.25
Travel	7,758.44	4,166.69	3,591.75
Total Travel & Ent	7,767.69	4,166.69	3,601.00 ¹⁵
Total Administrative	15,032.92	12,741.43	2,291.49
Contract Labor			
Financial Services	17,525.00	25,000.00	-7,475.00 ¹⁶
IT and Network support	1,350.00	1,766.69	-416.69
Pass Through Expense			
DUR Groundwater Consultant	0.00	18,550.44	-18,550.44
EPA Brownfields Consultants	9,250.32	24,888.92	-15,638.60
PRB Consultants	0.00	3,575.00	-3,575.00
Total Pass Through Expense	9,250.32	47,014.36	-37,764.04 ¹⁷
Website maintenance and updates	254.44	0.00	254.44
Total Contract Labor	28,379.76	73,781.05	-45,401.29
Total Expense	350,497.72	408,842.08	-58,344.36
Net Ordinary Income	15,844.88	-2,206.54	18,051.42
Other Income/Expense			
Other Income			
Interest Income	138.37	41.69	96.68
Total Other Income	138.37	41.69	96.68
Net Other Income	138.37	41.69	96.68
Net Income	15,983.25	-2,164.85	18,148.10

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2019

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1. Municipal Revenue: Barrington Master Plan was extended to 12/31/19; SRPC has received the signed Dover Rec MP Chapter contract \$24,900; Farmington Master Plan was doubtful when the budget was prepared and SRPC did receive the signed contract \$7,500 and an additional contract for Tax Map Updates \$2,587; Newmarket Tax Map update was an unanticipated contract that has been acquired \$1,800; Northwood calendar year 2020 contract is in process, Nottingham circuit rider was doubtful when the budget was prepared but SRPC has received the signed contract \$28,000.
2. EDA: Grant was received late and did not start until August.
3. EPA Brownfields: New engineering form contract signed early December for new Brownfields contract.
4. EPA Environmental Justice: SRPC did not receive this funding.
5. State Awards-DES: DOV Resilience and Durham Groundwater Modeling contracts have been sent on 11/6/19 to NHDES for submission to G&C. Local Source Water- contract received for Newmarket project approved by DES on 11/8/19. Watershed PRB request for additional funds approved on 11/6/19. PDM17 waiting on HSEM final approval for Northwood to close out grant. Targeted Block: Most economic development work is being billed to EDD. TBG funds are being reserved for any possible future RIC work required.
6. LTS: Contract end date amended to March, 2020. Staff were working towards a September end date initially, and most work has already been completed.
7. ROC Sidewalk Assessment: This has been completed. \$5,000 used to reduce UPWP cash match using dues funds.
8. UPWP: The hours for the Intern retained after traffic count season will be increased during school vacation times, and a new intern will be hired for May-June to help draw down current year costs. In addition, \$8,200 for NPMRDS data analytics tools will be billed to UPWP in June.
9. Contract Overages: Farmington Tax Map Update \$450, EPA \$25
10. Personnel: Salary increases to better align with industry standards by position/title.
11. Personnel: Salary increases to better align with industry standards by position/title.
12. Office telephone system contract signed. 50% paid in November for down payment. Balance of \$2,250 to be paid in January when installed.
13. Library and Planning Books: Reimbursement for non-dues paying communities has been received, the bill from the printing service has not been received yet.
14. Meeting Expense Other: Annual meeting ticket funds received, cost was paid in previous fiscal year.
15. Travel: Two interns during traffic count season in current fiscal year, only one intern in previous year. In addition, sidewalk assessment work has resulted in increased travel requirements.

Strafford Regional Planning Commission
Profit & Loss Budget vs. Actual
July through November 2019

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SRPC also has several circuit rider contracts and other local contracts requiring increased trips to municipalities. Increased number of staff attending workshops and conferences.

16. Financial Services: Decreased hours from 24 hours per week (M-W) to 21 hours, also only working 1-2 days per week last two weeks of the month, depending on need.
17. Pass Through Expenses: DUR and DOV Groundwater contracts have not been finalized yet-sent to NHDOT 11/6, Brownfields contract concluded 9/30/19-new contract had 10/1/19 start date and engineering consultant contract finalized early December, PRB project suitable site identified - additional funding approved 11/6/19.